



***State of Washington
Department of Transportation
Notice to Consultants
Regional Transportation Investment District Engineering Cost
Estimate Review***

The Washington State Department of Transportation (WSDOT) was directed in the 2003-2005 Transportation Budget to conduct “an external review of Regional Transportation Investment District (RTID) project cost estimates in order to provide the best available estimate of cost maximizing the use of RTID funds while ensuring that projects will not overrun estimates.”

In order to conduct this work, WSDOT is seeing an experienced Resource Consultant to manage and administer the work and to secure the services of Subject Matter Experts (SMEs) as defined herein, to provide the independent technical evaluations and recommendations required. Close liaison with representatives of the RTID Executive Committee, WSDOT, and other involved parties will be required throughout the work.

WSDOT will be awarding one (1) agreement for approximately \$1,500,000.00 with a possible increase of an additional \$1,000,000.00 for a potential contract value of \$2,500,000.00. This agreement will extend through June 2005, although significant effort is expected April through July 2004.

Project Description

This project is intended to inform decision makers, project owners and the public regarding the probable costs for RTID projects. There is substantial public skepticism regarding the reliability of public works cost estimates and the ability of governments to effectively manage them – the results of Referendum 51 and recent polls have confirmed this. Accordingly, the independence and capability of the consultant and the Subject Matter Experts is a strong factor in this RFP.

Substantial public comment on the results is anticipated, depending on the project findings. Therefore, the project scope, plan and approach, deliverables and communication (of results as well as context and justification) need to be well managed and communicated to the representatives of the RTID Executive Committee, the Transportation Commission, other involved parties, and especially the public.

The results of engineering cost estimating can be sensitive. It is recognized that the actual cost of a project is subject to many variables, which can significantly influence the range of probable projected cost. Any one cost number represents only one possible result of the multiple variables and assumptions. These variables are not directly controllable or absolutely quantifiable. This is the environment in which this project and its results need to be managed and communicated.

Audience

- The Legislature / Transportation Committee;
- RTID Executive Committee (7), Planning Committee (25), and Executive Director;
- Transportation Commission and WSDOT Executive (HSS, non-HSS);
- County Executives, Councils, and Mayors (Transit, non-HSS in King, Pierce, and Snohomish Counties);
- The public;
- Public interest and business groups (stakeholders);
- Local and Regional Media;
- Federal, Local and regional Transit and Transportation Agencies and Port Authorities.

WSDOT is responsible for the execution of this project, liaising closely with representatives of the RTID Executive Committee and other involved parties. WSDOT has requested that John Reilly of John Reilly Associates International, Ltd. (JRAI) assist with overall management, coordination, communication and liaison of the work. John Reilly was one of the initial developers of the WSDOT's Cost Estimate Validation Process (CEVP®) and will serve as a link to the specifics of that process, its application and results to date, plus options for improvement and implementation. He is currently assisting WSDOT with management strategies and cost-risk methodologies. Other involved resources include the project staff of the RTID projects – WSDOT, Cities and Towns – the CEVP® resources of WSDOT and its consultants – and the WSDOT Urban Corridors Administrator and staff.

The selected Consultant will be responsible for management, administration, quality and completeness of the work, provision of technical resources (except for those provided by others) provision of the Subject Matter Experts, presentations and graphics material.

The Legislative wording requires that an “external review” of RTID project cost estimates be made. This means that the selected Consultant, who will review the existing cost estimates and the associated methodologies, must be sufficiently independent, of WSDOT and RTID, for an objective evaluation of these cost estimates and the associated methodologies to be made, which will be defensible and sustainable.

Conflicts affecting the independence requirement of this project, due to substantial prior involvement with the engineering cost estimates prepared for the RTID projects and/or the WSDOT CEVP® process, as applied to such projects, ***will be cause for non-consideration of any proposal or consultant group.*** Specifically, the selected Consultant and/or the personnel to carry out this work, except as noted, in the scope of work, should not have either 1) worked directly on the RTID project cost estimates or 2) have been a significant developer or proponent of the WSDOT CEVP® cost-risk process or 3) should not have been, or currently be, engaged on WSDOT or RTID projects or significantly related contracts, in a manner which would interfere with the Consultant fulfilling its responsibility to provide objective and independent evaluations, findings and recommendations related to this project, as defined herein. It is up to the Consultant to demonstrate such independence and to the Selection Committee to evaluate and determine acceptability.

Additional project information is provided in more detail in the linked “Project Information” document on the main web page for this advertisement.

Pre-Submittal Conference

There will be a pre-submittal conference at 1 p.m. Thursday afternoon, February 19, 2004 at the Seattle Town Hall, 8th and Seneca Streets, Seattle. For updates go to the Consultant Services website, <http://www.wsdot.wa.gov/consulting>. In addition, questions may be addressed in writing by submitting them via email to Doyle Dilley at dilleyd@wsdot.wa.gov no later than 5 PM PST, February 17, 2004.

Qualifications of the Team

The expected qualifications of those who will be responsible for the project and its findings, conclusions and recommendations are outlined as follows.

1. Resource Consultant Experience

Experienced in public works project implementation and administration, provision of specialty expertise, studies and data gathering, contractual management and administration of the SME members (if external to the Resource Consultant). Extensive knowledge of major, complex transportation infrastructure project management, cost estimating procedures and risk / uncertainty processes.

2. Project Manager(s):

National/International-level managers, who understand the management and technical issues involved are experienced in the applications, are sensitive to the environment in which this work is to be accomplished. Relevant experience in major, complex transportation infrastructure project management, cost estimating procedures and risk / uncertainty processes.

3. National-level Expert Panel of Subject Matter Experts to cover the following areas:

- a. Public Works management – contracting, design and construction management including strategic management of complex long-term technical programs. Experience includes an understanding of Public Agency responsibilities such as delivery strategies, accountability, public and political processes, environmental measures, funding requirements and limitations and, public outreach strategies;
- b. Design of complex infrastructure and transportation projects;
- c. Construction of complex infrastructure and transportation projects;
- d. Nationally accepted cost estimating processes, including baseline cost definition and configuration management (control of changes to baseline);
- e. Risk identification, evaluation and mitigation processes related to cost-range estimates;
- f. Technical design and construction subject areas (e.g. civil, structural and utility design, geotechnical, construction mobilization and operations, market factors, etc.)

The SMEs need to provide (collectively):

- External independent/un-biased project management expertise in management of complex infrastructure project cost estimating procedures, risk and risk mitigation and the effects of different contractual and project environments.

- A sufficient understanding of CEVP® - and/or similar National and International cost-risk processes - plus expertise in management of complex infrastructure projects, cost estimating procedures, risk and risk mitigation and the effects of different contractual and project environments.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses.

Part A – Independence Requirements

The selected Consultant must be sufficiently independent, of WSDOT and RTID, for an objective evaluation of these engineering cost estimates and the associated methodologies to be made, which will be defensible and sustainable. The Consultant should not have:

- Worked directly on the RTID project cost estimates;
 - Have been a significant developer or proponent of the WSDOT CEVP® cost-risk process; or
 - Should not have been, or currently be, engaged on WSDOT or RTID projects or significantly related contracts, in a manner which would interfere with the Consultant fulfilling its responsibility to provide objective and independent evaluations, findings and recommendations related to this project.
1. Demonstrate Necessary Independence. You must be able to demonstrate each of the following in order to pass Part A of the Evaluation Criteria:
 - Sufficient independence from current cost estimates of RTID Projects;
 - Sufficient independence from WSDOT's CEVP® methodology; and
 - Sufficient independence from current work with WSDOT, Cities or Towns related to the RTID projects, which would interfere with the Consultant fulfilling its responsibility to provide objective and independent evaluations, findings and recommendations.
 2. Diversity in Subject Matter Experts. Some Subject Matter Experts may be drawn from the Consultant's staff if suitably qualified, however you must agree to include a significant number of experts (more than 1/3) that are non-employees of the Consultant.

Note: It is necessary to pass Part "A" in order to be considered for evaluation under Part "B."

Part B - Qualifications and Capability of the Consultant

Criteria 1: Management Capability, Qualifications for this Work (40 points possible)

- a) Relevant experience in successful management and administration of high-profile, high-visibility, short schedule transportation work programs, with management system(s) suitable for this assignment (15 points possible);
- b) Relevant experience in successful management of design and construction of small to large (\$50 million to multi-billion dollar) highway projects related to production of high-quality

cost estimates and the understanding of how to manage such work to budget. Sufficient understanding of BRT and relevant transit-type systems (10 points possible); and

- c) Relevant experience of Project Managers and Proposed Subject Matter Experts (15 points possible.)

Criteria 2: Cost Estimating Capability and Experience (40 points possible)

- a) Experience in cost estimating procedures for small to large highway projects. Proven track record in cost at completion vs. cost estimates at initial planning, preliminary design and at bid, including approaches which account for the many variables which significantly influence the range of probable cost (25 points possible); and
- b) Experience with construction and conditions that will affect project costs – e.g. construction, changes due to different conditions, environmental issues, public process and political considerations, funding restraints, public outreach, issues that affect schedule and completion (15 points possible.)

Criteria 3: Cost Risk Processes, Risk Identification and Mitigation (25 points possible)

- a) Knowledge of cost-risk estimating procedures, including treatment of allowances and contingencies. General understanding of WSDOT's CEVP® and other cost-risk processes. Understanding and applications of risk identification, management and mitigation (25 points possible.)

Criteria 4: Sufficient Resources to Meet Schedule and Flexibility for 2005 (25 points possible)

- a) Sufficient resources to begin work immediately, prosecute the work effectively, provide cost estimating assistance for new and re-estimates of RTID projects to meet the interim delivery date of June 30, 2004, and the final delivery date of December 31, 2004 (20 points possible); and
- b) Should the timeframe for this project be extended because the RTID vote is moved from November 2004 to May of 2005 Consultant's method to address this change in an effective manner (5 points possible.)

Criteria 5: References / Past Performance (20 points possible)

Provide a minimum of three (3) with a maximum of five (5) references familiar with your performance for relevant Non-WSDOT projects that are either currently active projects or that have a project completion date within the last three (3) years.

The reference information must include contact names, titles at the time of the project, addresses, phone numbers, and email addresses to be enclosed in Packet B.

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only



on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must consist of:

- Your responses to Part A – Independence Requirements
- Your responses to Part B – Qualifications and Capability of the Consultant, Criteria 1 through 5;
- Your letter of transmittal;
- Your “Submittal Information” forms for the Prime and all proposed sub-consultants.

The page limitation does not apply to the front and back covers of your submittal, the letter of transmittal, or the “Submittal Information” forms.

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal and the letter of transmittal;
- Completion of the “Submittal Information” forms;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Five (5) copies of your submittal, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 PM on ~~Thursday~~Monday, March ~~415~~, 2004.

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means



as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Tuesday, February 10, 2004 and Tuesday, February 17, 2004.

Corrected Notice Date of Publication in the Seattle Daily Journal of Commerce: Wednesday, March 3, 2004.

Submittal due date: ~~Thursday~~Monday, March ~~4~~15, 2004.